

Last Name

First Name

Middle Initial

# *Application for Employment*

# ACS

*A Joint Venture of CSC, DynCorp, and GP*

An Equal Opportunity Employer

Return To:

# ACS

STAFFING  
100 KINDEL DRIVE SUITE B208  
ARNOLD AFB TN 37389-2208

# Application for Employment

**Instructions:** Please print and complete all questions. Include any supplemental information that you feel would be helpful in our consideration of your qualifications. If you need additional space for your responses below, use the comments/other accomplishments section of this questionnaire, or use additional sheets.

## Applicant Identification

Name:		Date: ____ / ____ / ____
_____ Last	_____ First	How were you referred to ACS?: _____
Address: _____ _____ Street		_____
_____ City	_____ State	Social Security No.: ____ - ____ - ____
Phone: (____) _____ (____) _____ Home Business	Are you over 18 years of age?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are there any other names under which your employment or educational records, references, and other information in the application may be verified?

If so, list: \_\_\_\_\_

If hired, can you furnish proof that you are either a U. S. citizen, or otherwise legally permitted to work in the United States?: ☐ Yes ☐ No

## Type of Employment Desired

Preferred Position: _____	Date you could begin working: ____ / ____ / ____
Preferred Location: _____	Would you consider relocation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred Shift: _____	Desired Starting Salary: _____
Applying for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Hours: _____ <input type="checkbox"/> Temporary	If yes, state geographic preference: _____

**Education:** Your education record will be considered only to the extent that it is relevant to the job sought.

Name & Address of High School: _____	From (Mo./Yr.): _____	To (Mo./Yr.): _____	Academic Majors: _____	GPA: _____	Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No	GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Address of College or Trade Schools (Including Military Schools): _____	From (Mo./Yr.): _____	To (Mo./Yr.): _____	Academic Majors: _____	GPA: _____	Degree _____	Date (Mo./Yr.): _____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Extracurricular Activities and Scholarships:** List those extracurricular activities and scholarships which you believe are related to the position for which you are applying. (You may exclude those that may suggest race, religious creed, sex, marital status, age, color, national origin, or disability.)

\_\_\_\_\_

\_\_\_\_\_

**Proficiencies:** If you are applying for a position in which computer skills or secretarial/clerical skills are relevant, please answer the following (if you have questions about whether such skills are relevant, ask an ACS Human Resources Representative).

List all makes and models of computers and operating systems with which you have had operations experience:

List all data processing, telecommunications, or office equipment on which you are proficient:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all computer languages with which you have had experience:

\_\_\_\_\_

\_\_\_\_\_

Shorthand method: \_\_\_\_\_

Shorthand speed: \_\_\_\_\_ w.p.m. Typing speed: \_\_\_\_\_ w.p.m.

**United States Military Service:** If you obtained any experience or skills while in military service that relate to the job for which you are applying, please describe the nature of your duties that led to the experience.

\_\_\_\_\_

\_\_\_\_\_

**Instructions:** Please print and list every position that you have held for the past ten years starting with your present or most recent position. (Account for all periods of unemployment.) If you require more space to detail your employment history, please attach additional sheet(s).

**Employment Background:** Present or most recent position.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Name and Title of Supervisor: \_\_\_\_\_

Your current or last position and duties: \_\_\_\_\_

Your starting position and duties: \_\_\_\_\_

Other compensation (give detail on current commissions, incentives, bonuses, etc.): \_\_\_\_\_

May we contact your present employer for a reference?  
☐ Yes ☐ No

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Employed From (Mo./Yr.): \_\_\_\_\_

Employed To (Mo./Yr.): \_\_\_\_\_

Total Months: \_\_\_\_\_

Starting Base Pay: \_\_\_\_\_

Ending Base Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employment Background:** Previous position.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Name and Title of Supervisor: \_\_\_\_\_

Your last position and duties: \_\_\_\_\_

Your starting position and duties: \_\_\_\_\_

Other compensation (give detail): \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Employed From (Mo./Yr.): \_\_\_\_\_

Employed To (Mo./Yr.): \_\_\_\_\_

Total Months: \_\_\_\_\_

Starting Base Pay: \_\_\_\_\_

Ending Base Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employment Background:** Previous position.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Name and Title of Supervisor: \_\_\_\_\_

Your last position and duties: \_\_\_\_\_

Your starting position and duties: \_\_\_\_\_

Other compensation (give detail): \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Employed From (Mo./Yr.): \_\_\_\_\_

Employed To (Mo./Yr.): \_\_\_\_\_

Total Months: \_\_\_\_\_

Starting Base Pay: \_\_\_\_\_

Ending Base Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Comments and Accomplishments:** Explain below, or on another sheet, your primary area of specialization. If applying for administrative, management, or technical positions, outline all programs designed or implemented. Note any other details which should be considered in reviewing your qualifications including professional affiliations, honors and awards, theses, publications, patents, etc. (You may exclude professional affiliations which may suggest the race, religious creed, sex, marital status, age, color, national origin, or disability of its members.)

**References:** List individuals who can attest to your professional abilities/work accomplishments. (Do not include individuals listed in Employment Background section.)

Name:	Address:	Business Phone:	Reference's Position or Relationship to You:
_____	_____	( _____ ) _____	_____
_____	_____	( _____ ) _____	_____
_____	_____	( _____ ) _____	_____

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### ***Security Information***

Have you ever been employed by ACS, Computer Sciences Corporation, DynCorp, GP, or subsidiary companies:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, give dates and location:
Do you have relatives employed by ACS, Computer Sciences Corporation, DynCorp, GP, or subsidiary companies?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, give name(s) and location(s):
Do you presently hold a security clearance?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, state level: _____
Have you ever held a security clearance?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, state level and dates held: _____
Have you every been denied a security clearance or had one revoked or suspended?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, explain: _____
Have you ever been convicted of a felony (using your current name or under any other name)?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, explain below (Include full name under which you were convicted. Conviction will not necessarily disqualify an applicant from employment.):		

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### ***EEO Policy***

ACS maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with federal and state laws, ACS hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, age, religious creed, marital status, citizenship, national origin, or disability. This policy also applies to disabled veterans and veterans of the Vietnam Era.

If you wish to discuss ACS's Affirmative Action/Equal Employment Opportunity Policies and Programs, please contact an ACS Human Resources Representative.

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### ***Certifications***

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term. I understand and agree that I may resign my employment with ACS at any time for any reason, and that my employment may be terminated at the will of ACS at any time for any reason. I also understand that any handbooks, manuals, policies, and procedures maintained by ACS are not contractual in nature and may be amended or abolished at the sole discretion of ACS at any time.

Further, should I become an employee of ACS, I will adhere to ACS Code of Ethics and Standards of Conduct, will report all suspected violations of law related thereto, and will conduct the company's business in a strictly ethical and legal manner. Furthermore, I acknowledge that ACS has established a Drug-Free Awareness Program. Should I seek employment with an ACS business unit in which preemployment drug testing has been implemented, I acknowledge that I will be required to pass a drug screening test as a condition of employment with that business unit. Should I become an employee of ACS, I will abide by the terms of ACS Drug Abuse Policy and related management instructions. I will, in addition, obey all of the laws of the United States and of all localities, states, and nations where ACS does business or seeks to do business.

Persons employed by ACS have access to confidential information regarding various phases of Company business. Therefore, the Company follows the usual practice of requiring new employees at the time of employment to sign an agreement for assignment of inventions and covenant against disclosure. I understand that I must sign such agreement as a condition of employment. (Please ask an ACS Human Resources Representative for a copy.)

Pursuant to the Immigration Reform and Control Act, ACS will employ only those individuals who are eligible to work in the United States. Accordingly, upon hiring, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

In addition, present and former employees of the Department of Defense affected by Section 931 of the Defense Acquisition Improvement Act of 1986 will be expected to provide approval documentation from their designated DoD Agency Ethics Official prior to the effective date of their employment with ACS.

I certify that I have read, understand, and will adhere to the aforementioned statements.

I also certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Restrictions on Employment or Business Opportunity Discussions

Aerospace Center Support (ACS) is required to comply with the procurement integrity regulations established by PL100-679, as amended. The statute prohibits ACS, among other things, from promising or discussing future employment with procurement officials for government procurements.

"Procurement official" means any civilian, military official, or employee who has participated personally and substantially in any of the following activities for a federal agency procurement for which ACS may be a competing contractor.

- Drafting, review, and/or approval of a specification of statement of work
- Preparation or development of procurement or purchase requisitions
- Preparation or issuance of a solicitation
- Evaluation of bids or proposals
- Source selection
- Negotiation of prices or terms and conditions
- Review and approval of the award of a contract or modification

The term includes contractor employees who assist the government in the conduct of a procurement.

### Post Employment Restrictions

Government employees are also prohibited from participating in the negotiation of any contract or modifications on behalf of ACS, if they participated personally and substantially in the procurement of the contract/modification or personally reviewed and approved the award of the contract or modification. In addition, they are prohibited from participating personally and substantially in the performance of such a contract. Both these restrictions last for a period of two years after the end of their participation in the procurement.

### Certification

In order to ensure compliance with these provisions of the law, ACS is required to ask all applicants to provide the following information before any discussion of employment.

Are you currently a procurement official for a federal agency procurement? ☐ Yes ☐ No If you are, please describe the nature of your participation and the procurement(s) below, or on the other side of this page.

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Are you restricted from negotiation of or participation in a federal agency contract? ☐ Yes ☐ No If you are restricted, please describe the nature of the restrictions and the procurement(s) involved below, or on the other side of this page.

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Name: \_\_\_\_\_  
Last
First
Middle

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you answered yes to either of the above statements, ACS must determine whether the company is a competing contractor in the involved procurements before employment can be discussed.

**NOTE TO GOVERNMENT EMPLOYEES:** Government regulations may impose post-government employment restrictions not covered by the procurement integrity regulations. ACS cannot provide counsel on such restrictions. Your agency ethics counsel (normally the general counsel's office) can provide guidance on such matters.